



JOB DESCRIPTION

TEMPORARY PUBLIC SERVICES WORKER – WATER

City of Fridley, Minnesota

Date:	February 4, 2016		
Position Title:	Temporary Public Services Worker – Water		
Department/Division:	Public Works / Water		
Grade:	Grades 1-3, DOQ	Hourly Rate:	\$ 17.81-27.77, DOQ
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Utilities Operations Manager		

POSITION OBJECTIVE: To provide for the construction, operation, maintenance and repair of the City municipal water system. Employee operates a wide variety of light and heavy equipment, tools, hand tools, machines, pumps, motors, instrumentation, and process control equipment.

THIS IS A FULL-TIME OPENING ANTICIPATED TO BE UP TO 12 - 18 MONTHS IN DURATION.

ESSENTIAL JOB FUNCTIONS:

1. Performs semi-skilled work under direct supervision and independently as directed. Duties include outdoor work in local climatic extremes.
2. Performs strenuous manual labor including lifting and digging.
3. Operates vehicles and equipment.
4. Reads and understands written instructions such as operating manuals for mechanical and process control equipment.
5. Performs basic mathematical computations. Performs work requiring basic computer skills.
6. Performs inspections of plant and distribution equipment.
7. Assists in the sampling and testing of water.
8. Assists in operation and maintenance of water distribution system, including repair and maintenance of water mains, manholes, hydrants, valves and associated equipment. Requires entering confined space areas including manholes, and working in temporary street/highway work zones.

9. Assists in providing efficient operation and maintenance of water treatment plants and booster facilities. Duties occasionally require entering confined space areas including filter vessels, and climbing of water towers.
10. Performs water well operation and maintenance duties.
11. Mixes and replenishes water treatment chemicals and maintains chemical feed equipment.
12. Performs utility locates for City systems.
13. Installs, maintains, and collects data from various meters.
14. Assists residents with water-related service issues.
15. Is available for emergency overtime and on-call duties as scheduled and directed, which may include assignments for occasional on-call night/weekend duties.

OTHER JOB FUNCTIONS:

1. Operates and maintains light equipment, motors, and machines.
2. Operates and assists with maintenance on pumps, instrumentation and control systems, and SCADA systems.
3. Performs heavy manual labor for extended periods of time.
4. Climbs ladder to/from a height as far as 150 feet above grade.
5. Performs a variety of manual tasks and semi-skilled duties as assigned for the Public Works Maintenance Department, including sewer system operation and maintenance and snow plowing.

MINIMUM QUALIFICATIONS:

1. Possession of a valid Minnesota Driver's license.
2. Possession of a High School Diploma or GED.
3. Ability to read and understand written and oral directions, safety rules, operating manuals for equipment, material safety data sheets, etc.
4. Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
5. Ability to perform job responsibilities in local environment and climatic extremes.
6. Ability to perform routine maintenance and repair tasks for light or small equipment.

7. Ability to meet the physical demands of this job as indicated in the attached Job Activity Requirements with reasonable accommodation.
8. Must be able to successfully complete the City's physical examination, drug test, written examination, background/reference check, including a clean driving history.

DESIRED QUALIFICATIONS:

1. Possession of a Minnesota Class D Water Supply System Operator's Certificate.
2. Possession of a valid Minnesota Commercial Driver's License (Class B) with a good driving history and no restrictions.
3. Prior experience driving a Class B vehicle and operating various kinds of heavy and light maintenance equipment.
4. Successful completion of technical college program in water systems operation.
5. Two (2) years prior employment experience in utility construction and maintenance, including water distribution system maintenance and repair.
6. Knowledge of the operation and maintenance of pumps, pump control systems, trucks, light equipment, motors, and machines.
7. Experience in the safe and efficient use of tools and equipment used in the Public Works Department.
8. Available to regularly respond to work locations in Fridley within 30 minutes from time of callout.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of:
 - a. Operation and maintenance of trucks, light equipment, motors, and machines.
 - b. Methods, techniques, tools, equipment and materials utilized in assigned area.
 - c. Safety principles and practices related to Maintenance and Operations projects and materials.
 - d. Proper procedures used in the operation, maintenance, and repair of water treatment, storage and distribution systems, power equipment, hand tools, and motorized equipment used in construction and maintenance.
 - e. Water treatment methods, terminology, and equipment including principles used in the application of chemicals.
 - f. Basic office procedures, methods and equipment including computers and supporting software applications, as needed.
 - g. Safe use of hazardous chemicals.
 - h. Principles and practices of record keeping.
 - i. Principles and practices of customer service.
 - j. Public Works industry and local government maintenance operations.

2. Ability to:

- a. Maintain and repair a variety of tools and equipment.
- b. Follow oral instructions and read, interpret, follow and explain written instructions, such as operating manuals and safety instructions.
- c. Communicate clearly orally and in writing.
- d. Operate processes and equipment in a manner consistent with safety principles.
- e. Perform maintenance and repair of water system equipment and report the need for more difficult mechanical repairs.
- f. Maintain written and computerized records.
- g. Safely drive and skillfully operate power equipment and hand tools involved in maintenance, repair, and construction activities.
- h. Work both in a team setting and independently in the absence of supervision.
- i. Ability to perform job responsibilities outdoors in all Minnesota weather including climatic extremes.
- j. Demonstrate an awareness and appreciation of the cultural diversity of the community.
- k. Communicate clearly and concisely, both orally and in writing.
- l. Operate computers and handheld devices that utilize contemporary office and related application software.
- m. Establish and maintain effective working relationships with those contacted in the course of work.

SCHEDULE:

The normal work week is forty (40) hours per week, Monday through Friday, 6:30 a.m. to 3:00 p.m. There will be some overtime in evenings or weekends, including schedules and unscheduled work for call-backs, emergencies or work shortages. There may also be paid periods of scheduled on-call work.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Public Services Worker in the Utilities Division. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

NOTICE:

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and non essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507, TDD number is (763) 572-3534.

COMPENSATION AND BENEFITS:

Hourly wage range is \$17.81 – \$27.77 per hour, depending on qualifications. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental insurance; short-term disability; eighteen (18) days of annual leave per year; eleven (11) paid holidays per year; employee wellness program; as well as the employer's share of payments to

workers' compensation, unemployment compensation, and Public Employees Retirement Association. Uniforms are issued. Additional voluntary benefits include a flexible spending account program, supplemental, spousal and dependent life insurance; long-term disability; and special events/activities organized by the Employee Relations Committee.

Submit the City of Fridley application with a cover letter and resume. Application materials may be downloaded from the City of Fridley's website at www.fridleymn.gov or contact the City of Fridley directly at 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. All application materials are due by 4:00 p.m. March 4, 2016.

February 2016

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

EEO/ADA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Public Services Worker - Water

Department/Division: Public Works Department /Utilities Division

Brief Description of the Job Performed: To provide for the construction, operation, maintenance and repair of the City municipal water system. Position performs manual labor and operates a wide variety of light and heavy equipment, tools, hand tools, machines, pumps, motors, instrumentation, and process control equipment.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others		X			Sitting		X		
Reading		X			Works Alone			X		Standing		X		
Writing		X			Customer Contact			X		Walking			X	
Reasoning			X		Shift Work / On Call		X			Running	X			
Problem Solving			X		Extended Day		X			Lifting			X	
Attentiveness				X	Extreme Hot		X			Pushing/Pulling			X	
Work Supervision		X			Extreme Cold		X			Carrying		X		
Guidance Available			X		Extreme Noise		X			Bending at Waist			X	
Autonomy			X		Confined Area		X			Climbing (up to 150')			X	
Social Interaction				X	High Places	X				Repetitive hand motion		X		
Supervising Other Employees	X				Work Indoors			X		Twisting upper Body			X	
					Work Outdoors			X		Reaching			X	
					Mechanical Hazards			X		Kneeling		X		
					Electrical Hazards			X		Driving			X	
					Explosive Material	X				Crouching		X		
					Chemicals (OSHA Def).			X		Crawling		X		
					Fumes			X		Use arm muscles over extended periods			X	
					Gases			X		Use leg muscles over extended periods			X	
					Other					Over shoulder height work		X		
										Stationary desk or bench work with neck bent forward	X			
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

Demand Codes:

Blank = Not Applicable or Not Present

VI = Very Infrequent, 1 to 2 times a week

O = Occasional, up to 1/3 of time

F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	20	Hand tools, meters	0 to 6 feet
11 - 24	10	Various pieces of equipment and tools	0 to 5 feet
25 - 34			
35 - 50			
51 - 74	10	Chemical bags, containers	0 to 6 feet
75 - 100	2	Hydrants, gate valve, generator, etc.	0 to 4 feet
100 - 150			

*** Note: All information supplied is dependent on the job assignments for the day. Physical demands in this position are highly variable. ***

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	20	Hand tools, meters	1 to 50 feet
11 - 24	10	Various pieces of equipment; tools	1 to 50 feet
25 - 34			
35 - 50			
51 - 74	10	Chemical bags, containers	1 to 5 feet
75 - 100	2	Hydrants, gate valves, generator, etc.	1 to 5 feet
100 - 150			